

ARTICLE 11

TOWN CLERK

Section 1 Records of Deeds, Permits, Licenses, and Grants

The Town Clerk shall keep a true copy, in books to be kept for such purposes alone, of all deeds, permits, licenses, and grants issued and executed by the Selectmen and of such other instruments executed by the Selectmen in accordance with the provisions of these by-laws. He shall not allow original papers or documents of the Town to be taken from his office, except as they remain in his custody, or by authority of law.

Section 2 Recording of Deeds

The Town Clerk shall cause every conveyance to the Town of any interest in land to be properly recorded in the appropriate Registry of Deeds or Land Registration Office. After recording, the deeds shall be delivered to the Town Treasurer in whose custody they shall remain.

Section 3 Record of Town Meeting Proceedings

The Town Clerk shall keep and cause to be permanently bound one or more files of the Town Reports. He shall publish in the annual printed report of the Town a copy of his record of all Town Meetings that have been held during the preceding year. The record of the Town Meeting proceedings and the Attorney General's approval, if any, for each Warrant Article shall be set forth immediately following the article itself.

Section 4 Notification of Election or Appointment

The Town Clerk shall notify, or cause to be notified, all persons chosen or elected by the Town or appointed on Committees, of their election, choice, or appointment. He shall furnish all boards and committees with a copy of all votes affecting them.

Section 5 Forms for Petitions and Reports

The Town Clerk shall furnish blanks, with appropriate headings, upon which petitions, reports and other papers in the ordinary course of Town proceedings, may be prepared.

Section 6 Notification of Town Meeting Action

The Town Clerk shall furnish the various Town officers and committees a copy of such action of the Town as affects them respectively immediately after the Town Meeting; and he shall forward to the Attorney General's office immediately after dissolution of the Town Meeting copies of new by-laws and zoning regulations.

Section 7 Record of Town Meeting Attendance

A record available for public inspection shall be kept by the Town Clerk of the attendance of Town Meeting Members at each Town Meeting or adjourned Town Meeting thereafter. The Town Clerk shall compile a yearly attendance record of all Town Meeting Members for publication in the Annual Town Report and for distribution as a news release to the media.

Section 8 Notice of Removal of Residence of Elected Town Officer

An elected Town officer who removes from the Town and no longer maintains a residence in the Town or who becomes a registered voter elsewhere shall resign in accordance with Section 109 of Chapter 41 of the General Laws. If the Town Clerk receives a notice in writing that an elected Town officer, but not including a Town Meeting Member, has removed from the Town or has registered elsewhere, the Town Clerk shall notify the elected Town officer in writing of the eligibility requirement for elective Town office as specified in Section 3-1 (b) of the Charter and of the resignation requirement as specified in said Section 109.

Section 9 Verification of Removal of Residence of a Town Meeting Member

Upon receipt of notice in writing from any voter of the Town to the effect that a Town Meeting Member has removed his residence from the Town, the Town Clerk shall immediately verify such information, and upon such verification, shall cause the vacancy to be filled in a manner provided for by law.

Section 10 Notice of Town Meeting Appointments

The Town Clerk shall post a notice on the Town bulletin board to announce all new appointments to fill vacancies in the Town Meeting membership as they occur.

Section 11 Notification of Hearings Before Board of Appeals

The Town Clerk shall provide, within three business days, to all Town Agencies or Officials who shall request or require same, a copy of any petition or application filed with the Town Clerk for hearing before the Board of Appeals.

Section 12 Political Calendar

The Town Clerk shall prepare a political calendar for the year showing all elections and Town Meeting dates, including all associated filing dates. The Town Clerk shall make the calendar available by December 1 of the preceding year and shall prepare a revised version whenever new dates are established or any information changes. Copies of the calendar shall be available at the office of the Town Clerk upon request.